



ALGERIAN STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement # 03-2021

Open to:	Eligible Algerian Students
Position:	Student Intern in the Public Affairs Office (PAO)
Opening Date:	November 17, 2021
Closing Date:	December 1, 2021
Work Hours:	20 hours per week
Days Per Week:	Flexible work days
Duration:	12 months

Note: All applicants must be of Algerian citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Algiers is seeking individual for the position of **Student Intern in the Public Affairs Office (PAO)**

MAJOR DUTIES OR PROJECTS:

The student intern will have two primary functions: firstly, to work on summarizing and analyzing the news media in the form of a daily press product: the "Daily Media Digest" which provides summaries and analysis of stories of interest to the U.S. Government. Secondly, the student intern will help create content for the Embassy's social media platforms.

KNOWLEDGE: Must be a current university undergraduate student in good academic standing (i.e. open to 2nd, 3rd, or 4th year students) in any of the following majors: journalism, communications, translation, political science, law, or English. Applicants must have already completed at least one year of university studies.

A working knowledge of the Algerian media environment.

SKILLS: Proficiency in the Microsoft office suite, and if possible, proficiency in digital editing software such as Adobe editing tools.

ABILITIES: Candidates should be organized, maintain a professional demeanor in an office environment, and have the ability to multitask.

LANGUAGE REQUIREMENTS: Fluent in English (4); fluent in French (4); and fluent in Arabic (4). (**English will be tested**)

Information and application materials are available at: <https://dz.usembassy.gov/algerian-student-intern-program/>

Applicants are required to submit a complete Application Form for Algerian Student Intern Program and Statement of Interest together with other

documentation (certified transcripts, written permission from the educational institution) to:

Human Resources Office
Attn. Algerian Student Internship Program
Email: usembassyalqiers_app@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.